

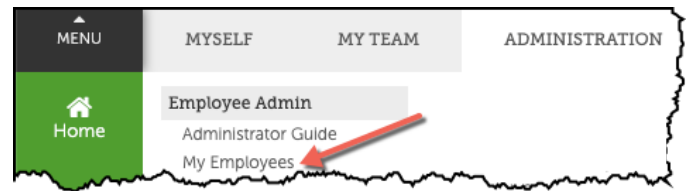
Print Employee's Year-End Tax Slip

Overview: This job aid describes how a Manager or Employee Administrator can access and print a tax slip for an employee.

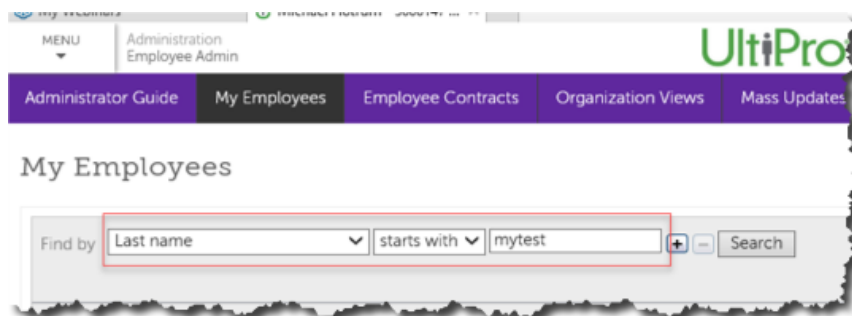
1. *Managers:* Click **Menu** then click **My Employees** from the **My Team** menu.
Employee Administrators: click **Menu** then click **My Employees** from the **Administration** menu .



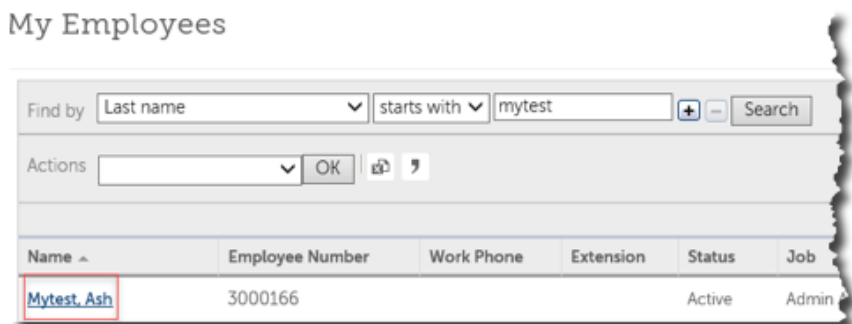
Or



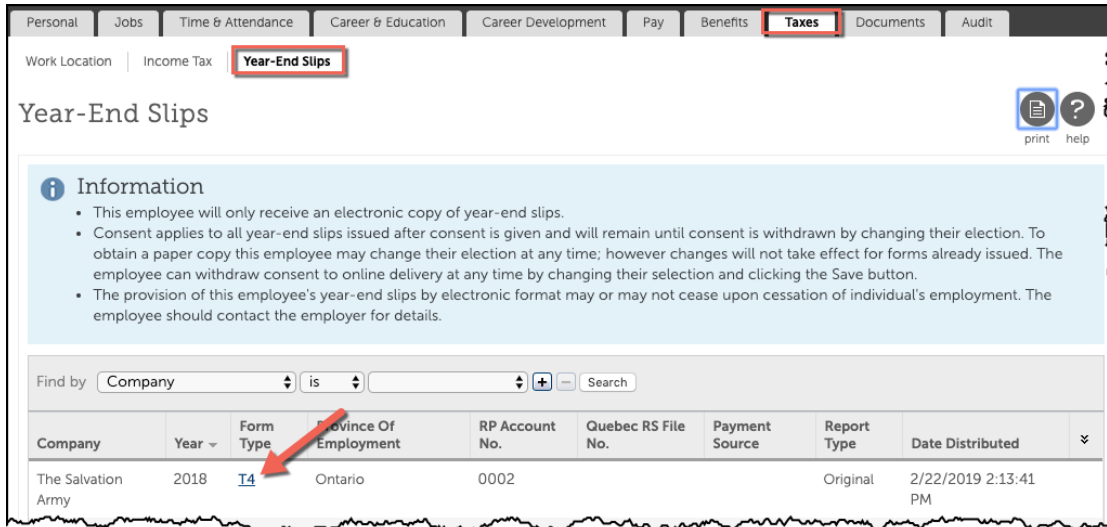
2. Locate the employee name by using the criteria listed in the **Find by** drop-down list then click **Search**.



3. From the resulting list, click the employee name to open the record.



- Click the **Taxes** tab, then click **Year End Slips**. To open a year-end slip, click the underlined entry under the **Form Type** heading.



- Move the cursor over the open document to enable the print or save options menu (this should appear towards the bottom of the page). Or to print using a keyboard command, simultaneously press **CTRL+P** on the keyboard

